



**Tennessee Department of Environment and Conservation  
Regional Director for External Affairs  
Nashville Environmental Field Office  
Annual Salary Range: \$63,000 – \$113,532**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing the system of 56 Tennessee State Parks and 85 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Office of External Affairs and Regional Director Position**

The Regional Director position is an Executive Service position and reports to TDEC's Assistant Commissioner for External Affairs. The Regional Director serves as the department's primary point of contact for the general public and stakeholders in their respective regions and serves as the public outreach arm of the Commissioner's Office. Applicants must be dedicated to providing excellent customer service to stakeholders, promoting economic development and environmental stewardship, preventing non-compliance with environmental regulations and promoting Tennessee State Parks and Natural Areas.

Regional Directors positions are located across Tennessee in TDEC's eight regional offices: Chattanooga, Columbia, Cookeville, Jackson, Johnson City, Knoxville, Memphis, and Nashville. The Nashville position is based at [TDEC's Nashville Environmental Field Office](#) located at 711 R.S. Gass Blvd, Nashville, TN 37216. Counties served by this office include: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale, Williamson, and Wilson.

**Duties and Essential Functions**

- Serve as the primary point of contact for the public and stakeholders in a particular TDEC region. This includes, but is not limited to, local governments and municipalities, development districts, existing business and industry, potential new business and industry, economic and community development representatives, environmental groups and the general public.
- Work with TDEC's Office of Sustainable Practice to facilitate the introduction of voluntary sustainable initiatives supported by the department into communities across the state to promote sustainable communities.

- Coordinate or facilitate TDEC hearings, meetings and outreach activities for the Bureau of Environment and Tennessee State Parks in the Environmental Field Office region. Meetings could include regulatory hearings, and proactive meetings with local officials, chambers, rotaries, etc. to communicate about opportunities to participate in TDEC programs including the State Revolving Fund, TDEC administered grant programs, and parks programs.
- Coordinate with regional state parks and natural areas staff to communicate parks events and opportunities and answer questions about the value of Tennessee State Parks.
- Keep Commissioner's Office informed of key developments in a particular TDEC region.
- Plan and participate in regular internal meetings among environmental field office managers to stay informed about issues and to share information from the Commissioner's office to help maintain consistency in communications.
- Participate in regular External Affairs staff meetings and provide weekly reports to Assistant Commissioner for External Affairs. Work closely with the Communications, Legislative and Digital Media offices, all within the Office of External Affairs, to ensure consistent communications to all external stakeholders. Perform media interviews in a particular region as requested by the TDEC Communications Office.
- Manage an Administrative Assistant 4, who has responsibility for coordinating building management, motor vehicle pool, purchasing equipment and supplies, personnel transactions and ensuring the front desk is staffed at the respective TDEC regional office.

### **Qualifications and Competencies**

Qualified candidates should possess a Bachelor's degree in Environmental Science, Communications, Journalism, Public Affairs, or Engineering and have a minimum of three years' experience interacting with stakeholders. Graduate degrees in any of these areas or similar are desired but not required.

Must be a critical thinker, have complex problem solving and decision making abilities. Effective interpersonal skills when working with people at various levels within the organization as well as external stakeholders, including but not limited to local and federal government officials, environmental organizations and the regulated community. Candidate must be an individual who can facilitate a team concept of management and the ability to present complex topics effectively in a concise manner.

**All interested candidates should submit a resume and cover letter to Beth Smith at [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).** The position will remain posted January 31, 2015. Questions can be addressed to Beth Smith at (615) 253-5907 or [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

### **Beth Smith, Director of Talent Management**

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TDEC is an AA/EEO/ADA employer.